



**U.S. GOVERNMENT PRINTING OFFICE  
MERIT PROMOTION  
VACANCY ANNOUNCEMENT**

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**ANNOUNCEMENT NUMBER:** 03-074  
**POSITION:** Printing Specialist  
**SERIES/GRADE:** PG-1654-12  
**SALARY RANGE:** \$57,421 - \$74,648 PA  
**ISSUE DATE:** 03/12/03  
**CLOSING DATE:** 04/01/03  
**NUMBER OF VACANCIES:** One (1)  
**ORGANIZATION:** Customer Services  
Congressional Printing Management Division  
**GEOGRAPHIC LOCATION:** Washington, DC  
**PROMOTION POTENTIAL:** PG-12  
**DURATION OF APPOINTMENT:** Permanent  
**TOUR OF DUTY:** Shift 1  
**OPM NOTICE OF RESULTS REQUIRED:** N/A  
**CIVIL SERVICE STATUS REQUIRED:** No  
**AREA OF CONSIDERATION:** Current, Former Federal Employees and Veterans

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**SUMMARY OF DUTIES/RESPONSIBILITIES:**

The Congressional Printing Management Division's (CPMD) staff represent the U.S. Government Printing Office in providing liaison service between the Congress of the United States, its Members, leadership, committees, and support offices for the receipt and critical scheduling of all Congressional publishing and product requests. All CPMD staff members are required to work closely with employees from all areas of GPO to coordinate the design, scheduling, production, and delivery of all Congressional publishing and product requirements. Responsible for coordinating requests from the Superintendent of Documents and all other government agencies to ensure them the opportunity to purchase Congressional publications. Works with the CPMD representative for the promotion and oversight development of making Congressional publications data available to the GPO in an electronic format for printing and other disseminations. In addition, responsible for providing statutory guidance, preplanning, technical advice, and suggestions to Congressional staff in order to meet customer publishing needs. When requested, incumbent provides both firm and informal cost estimates prior to publishing to meet Congressional requirements. Must be knowledgeable of all statutory regulations pertaining to Congressional publishing and printing to avoid costly errors. Incumbent is required to know the legislative process and numerous stages through which a bill passes to become a law. Suggests and develops new office policies and procedures to GPO officials for approval to accommodate changes required by Congress. Performs other duties as assigned by the Superintendent, the Assistant Superintendent, or their designee.

**QUALIFICATIONS:** Applicants must possess 52 weeks of specialized experience equivalent to the next lower level. Specialized experience is experience which is directly related to this position and has equipped the candidate with the knowledge, skills, and abilities to successfully perform the duties as described above.

**RANKING FACTORS:** *(Applicants who meet the above qualification requirements will be rated on the basis of relevant experience, education, training, supervisory appraisal, job-related awards, and the factors listed below. Applicants should be specific in documenting these areas in their application materials.)*

1. Knowledge of the processes involved in producing Congressional printing and binding.
2. Knowledge of the terminology and mechanics of the electronic transmission of data.
3. Knowledge of the rules and regulations of the JCP (Joint Committee Printing) and the GPO.
4. Knowledge of the Electronic Photocomposition System.
5. Ability to communicate orally and in writing.

**TO APPLY:**

***GPO Applicants:***

Applicants must submit a copy of their latest annual performance rating and *Optional Form 612, "Optional Application for Federal Employment," (or SF-171).*

***Non-GPO Applicants: (The following instructions apply only when the position(s) is open to applicants outside of the agency.)***

Applicants may submit an *Optional Form 612, "Optional Application for Federal Employment" (or SF-171), or a resume.* If a resume is submitted, it must contain all pertinent data in the OF-612.

Current and former Federal employees must submit copies of their latest annual performance rating and SF-50 as proof of status or reinstatement eligibility.

Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. Applicants eligible under the **Veterans Readjustment Act (VRA)** will also be considered, if this position is being announced at the grade PG-11 level and below. Veterans must submit a copy of their DD-214, "Certificate of Release or Discharge from Active Duty"; if claiming 10-point veterans' preference, submit a SF-15, "Application for 10-Point Veterans' Preference," plus the proof required by that form.

Applicants seeking Excepted Appointments based on disabilities must provide certification from a State or District of Columbia rehabilitation counselor indicating that they meet the requirements for and are eligible for an Excepted Appointment based on a physical or mental disability.

Selectees must successfully pass a drug test before appointment.

GPO WILL NOT PAY RELOCATION COSTS.

**OTHER ESSENTIAL INFORMATION:**

Applicants must:

- include your social security number (SSN) on your application. Failure to do so will result in your application not being processed.
- include the vacancy announcement number and position title on their application.
- describe their duties and responsibilities in their own words; position descriptions may not be submitted.
- meet time-in-grade and qualification requirements by the closing date of this announcement.
- submit a GPO Form 2566, "Report of Merit Promotion Action," if they wish to obtain a report on the status of their application.
- submit applications and required forms postmarked no later than the closing date of this announcement.

**SUBMIT APPLICATION(S) TO:**

**Unit 1**  
U.S. Government Printing Office  
Employment Branch, Room C106, Stop: PSE  
732 North Capitol St, NW  
Washington, DC 20401  
FAX (202)512-1292

**FOR ADDITIONAL INFORMATION CALL:**

(202)512-1590  
TDD (202)512-1519

***\*THE GOVERNMENT PRINTING OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER\****